

## Information for authors and editors of manuscripts submitted to New Historical Perspectives

*This process has been designed to help guide first-time authors and editors through the publication process, and to help them produce the strongest possible books. It is intended to be helpful and constructive. It involves senior scholars who will give their time and effort to advise and assist authors and editors.*

After you submit a proposal the Convenors of the series will read and assess it. If judged suitable for consideration, the proposal will then be shared with all editorial board members, who will assess whether or not the proposal should be sent to expert Peer Reviewers. Upon receipt of the reports by Peer Reviewers, the Editorial Board will then decide whether or not to proceed and issue a contract. When the Editorial Board decide against proceeding, the Convenors will share the substance of Peer Review reports and Editorial Board feedback with authors/editors.

When the Editorial Board decides to proceed, the Convenors will share the substance of Peer Review reports and Editorial Board feedback with authors/editors and introduce their Contact Person, who will be a member of the Editorial Board. The role of the Contact Person is to act as an advisor to the author/editor, upon request, on the revision and preparation of the complete manuscript. The Contact Person will be available to read a short section of the revised manuscript before it is submitted for either an author workshop or external peer review, but is not expected to read the entire work. It is up to the author/editor to ask for their help. At the same time the RHS staff will provide detailed guidance on formatting in preparation for publication.

The processes for monographs (usually 80-100,000 words) or longer form works (i.e. those over c. 100,000 words) and edited collections or shorter form works (those between c. 25,000 and 75,000 words) will follow different tracks. In the case of monographs/longer form works, once the author has completed a first draft of the revised manuscript an 'Author Workshop' will be organised. A small group of experts will read the manuscript and meet with the author to provide detailed and constructive feedback designed to help the author make this as good a book as possible. The Author Workshop will serve as the final peer review, and the assessments of its members will inform the decision of the Editorial Board as to whether the manuscript will proceed to publication (following revisions suggested by the author workshop).

In the case of edited collections/shorter form works, once the manuscript is complete the convenors will send it to two Peer Reviewers, whose assessments will inform the decision of the Editorial Board as to whether the book will proceed to publication (following revisions informed by the Peer Review reports). The RHS staff will provide detailed guidance on formatting in preparation for publication. Support for authors and editors in the editing and copy-editing stages will be provided by the IHR's in-house editing team.

Once a manuscript has gone through the above processes and been submitted, the Contact Person and the Convenors will check it, before sending it on to the IHR who will handle the copy-editing and publication processes.